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HOT JOB! VETERANS WANTED

Procurement Coordinator for Leading U.S. Construction Company

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POSITION QUALIFICATIONS:

High School Diploma or GED equivalent (Bachelors Degree preferred).

Prior experience of procurement processes and procedures .

Prior experience with Microsoft Applications (Excel, PowerPoint, and Word).

Ability to work in a fast-paced environment.

Must have a valid driver's license and be able to pass a Motor Vehicles Record check in order to operate a vehicle.

Must have great communication skill and problem solving abilities.

Highly motivated with ability to be self-sufficient.

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